



595 Main St. Aumsville, Oregon 97325
(503) 749-2030 • TTY 711 • Fax (503) 749-1852
www.aumsville.us

PUBLIC RECORDS/INFORMATION REQUEST FORM

Procedures for public records request are as follows: "Public Information" is defined in ORS 192.311 – 192.478 and in the Oregon Attorney General's Public Meetings and Records Manual. The sources referenced also list several limited circumstances under which a public body may decline to release certain information. Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, the following information must be provided:

DATE OF REQUEST: _____

DEPARTMENT: _____ Public Records/Administration/Finance(503-749-2030): Submit to City Clerk
_____ Court/Police Department(503-749-2188): Submit to Police Clerk
_____ Public Works Department(503-749-1185): Submit to City Clerk

REQUESTOR'S NAME: _____

MAILING ADDRESS: _____
_____ City/State Zip Code

DAY TIME PHONE: (_____) _____ EMAIL: _____

SIGNATURE: _____
(Person making request or their authorized representative)

REQUEST: _____

If requesting Court/Police records include Incident, Case Number, Date/Time/Place of Incident, Involved Persons.

Do not use insured's name unless he/she was involved as driver/victim.

Obtain estimated # of copies from city: _____ Records inspection ONLY: _____
Schedule: Date _____ Time _____

AMOUNT ENCLOSED: _____ Receipt #: _____
(See Attached Schedule of Fees)

CITY OF AUMSVILLE ACKNOWLEDGEMENT

REPLY: I certify that the attached photo copy/copies of _____
is/are true and correct copy/copies of the above requested public records/information except as noted below.
Notations: _____

REPLY SENT: _____
Date _____

We cannot supply the public records/information you requested for the following reason(s):

- This case is still under investigation. See attached.*
- The city/police are not in possession of this record. Please check your information for accuracy.
- Request was unclear. Please revise and resubmit.
- Not in our jurisdiction and/or department. We suggest you contact:
- Cash, check, or money order not enclosed.
- More time is needed to search for records. An estimated ____ hours is needed. See attached.*
- The public records are exempted from public disclosure under state and federal law.

SIGNED: _____
 City Clerk/Police Clerk/City Administrator

DATE RECEIVED STAMP: _____ ACTUAL COST: _____
 REFUND CHECK
 NO. _____

WAIVED: _____ (Fee(s), Written Request, Compliance)

EXEMPT: _____

SCHEDULE OF FEES

(These fees have been established by Aumsville City Council)

We do not provide a billing service. Requests received without proper fees will be returned. We will accept cash, checks or money orders.

Thank you for your cooperation and assistance. This copy request procedure is designed to eliminate unnecessary delays in returning the requested copies to you and to alleviate the necessity for increasing fees.

If you have any questions or if we may be of further service, please contact us at the address at the top of the previous page or by phone at 503-749-2030

Public Records:

Copy Page – Non-Archived Public Record	\$ 1.20 each copy, one-sided, regardless of size
Public Record Request Retrieval	\$ 45.00 hour in quarter hour increments plus \$.80 per copy page
Requests Requiring Attorney/City Planner/Engineer	Actual Cost
Photographs/Audio Tapes/Non-Paper Materials	Actual Cost
Email/Scan Non-Archived Record	\$15.00 flat rate
Appeals Transcript Fees	\$0.80 per page plus personnel costs hourly. The total cost shall not exceed \$500.00.

Court/Police Department:

Police Report Charge	\$15.00 minimum (up to 10 pages)
Each additional report page	\$1.20
Archive Retrieval/Research (up to 50 pages)	\$63.32 minimum: See Public Record Request Retrieval above.

Public Works Department:

Information Records Request/Other Special Services	\$40.00 per hour, in quarter hour increments after the first half-hour, and materials or cost billed to the city
Mapping Duplication	Actual Cost Plus 20% Administration & Overhead
Engineering Review	Actual Cost Plus 20% Administration & Overhead
The Develop Ordinance (digital)	\$25.00
The Comprehensive Plan (digital)	\$25.00
The Public Works Standards (digital)	\$25.00